

APPENDIX IX

MODEL SOP FOR THE NJ PERSONNEL ACCOUNTABILITY SYSTEM

NJ DIVISION OF FIRE SAFETY SAMPLE STANDARD OPERATING PROCEDURES

Safety: Personnel Accountability System SOP 101.01-2003

PURPOSE:

This procedure is designed to establish a means to track and locate all fire department members operating at any incident or activity in which this company becomes involved.

SCOPE:

All department personnel.

RESPONSIBILITY:

All department personnel and officers.

SAFETY:

It is the intention of this department to provide the optimal level of firefighter safety. The application of this procedure will assist all members to meet this goal.

DEFINITIONS:

Hazardous Area - means any location(s) that may pose a safety and/or health risk to firefighters due to, but not limited to, the presence of products of combustion, hazardous or otherwise oxygen deficient or oxygen enriched atmosphere or the potential for any IDLH atmosphere, hazardous equipment or operations or the potential for any of these situations to exist. Additionally, any area or location that predisposes a firefighter to become lost, disoriented or trapped, including any confined space and wild land areas shall be considered a hazardous area for the purpose of this section.

IDLH—means immediately dangerous to life and health

PAS—Personnel accountability system

PAT—Personnel accountability tag

Personnel Accountability Officer - means the person designated by the Incident Commander to monitor entry into and exit out of hazardous areas and/or structures for the purpose of ensuring accountability of all personnel in the hazardous area or structure.

Personnel Accountability Report/Roll Call - means the results of an accounting of all personnel on the emergency incident scene to the Incident Commander.

PROCEDURE:

This procedure applies to all members of this department when:

Operating at the site of any/all emergency responses.

1. Every member of this department will be issued two (2) Personnel Accountability Tags (PAT). The tags will be affixed to the front of their turnout coat.
2. Each member, upon arrival at an incident scene, shall surrender the primary personnel accountability tag to a central collection point as designated by the Incident Commander (this may also be the apparatus the firefighter is assigned to or arrived on).
3. Each member, upon entry to a hazardous area or structure, shall surrender the secondary

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PAT to the Personnel Accountability Officer as appointed by the Incident Commander. Upon leaving the hazardous area or structure, the member shall immediately retrieve his/her PAT from the Personnel Accountability Officer and re-attach it to the front of his/her turnout coat.

4. A key element of personnel accountability is crew integrity. It will be the responsibility of all members and officers to ensure that crew integrity is maintained. Simply stated, all crews must enter together, stay together and come out together.
5. All crews entering a hazardous area or structure should exit at the same point where entry was made. If hazardous conditions dictate that crews must exit the area or structure by a different route than where entry was made, the crew must immediately report to the Personnel Accountability Officer at the original entry point and retrieve their PATs.
6. When multiple points of entry are used at hazardous area or a structure, a Personnel Accountability Officer shall be appointed for each entry point.
7. It will be the responsibility of the company officer or Personnel Accountability Officer to ensure that:
At least two (2) members be assigned to each crew or task.
The location and function of each crew be communicated to the Incident Commander or designee.
8. If the need arises to evacuate a hazardous area or structure and an evacuation is ordered, the personnel accountability officer shall order an immediate roll call of all members operating at the incident to be conducted as soon as they exit the hazardous area. The personnel accountability officer shall assure that every member who has surrendered his/her accountability tag retrieves it and re-attaches it to their protective gear.
9. If after a reasonable time crews have not retrieved their personnel accountability tags or conditions indicate that the area is immediately unsafe for crews and/or the personnel accountability officer to operate in safely,

the personnel accountability officer shall immediately report to the Incident Commander and inform him/her that members are unaccounted for and that the need for search and rescue might exist. If the personnel accountability officer is not holding any personnel accountability tags after an evacuation is ordered, he/she shall report to the Incident Commander that all members are accounted for.

10. Immediately upon receiving a report of a member or members unaccounted for, the Incident Commander shall reassign all resources necessary to locate unaccounted for members.
11. On large or complex incidents, it becomes critical that all crews and companies operating be tracked. Any time a crew or company's assignment, location, or status changes, the change must be immediately communicated to the Incident Commander. It will be the responsibility of the company officer to report the status of their crew or company at all times.
12. The Incident Commander will call for a Personnel Accountability Report:
If there is a report of a firefighter down or missing.
When an emergency evacuation is ordered.
When the incident is declared under control.
When changing attack modes (i.e. offensive to defensive).
Anytime the Incident Commander feels it necessary to conduct a PAR.
13. When it is announced that a PAR is to be conducted all companies will:
Conduct a role call of the members in that company to ensure all members are accounted for.
Cease all but emergency radio communications.
Report all members accounted for or report members missing.
14. If a member should lose their primary PAT, they must immediately report this to a company officer or the Incident Commander.
15. Members without PATs shall not be permitted inside hazardous areas or structures.